



June 1, 2016

Honorable Mayor and Members of Town Council
Town of Knightdale
950 Steeple Square Court
Knightdale, NC 27545

Budget Message

Gentlemen:

Please find attached the proposed Town of Knightdale budget for fiscal year (FY) 2016- 2017. The General Fund directs the majority of Town government operations, however, the Town also maintains the Water and Sewer Fund, the Storm Water Fund, the Capital Reserve Fund and currently one Capital Project Fund.

The General Fund budget includes revenues of \$13,085,387 with additional inter-fund transfers of \$240,000, Debt proceeds of \$475,000, and \$330,000 use of Fund Balance for a total of \$14,130,387.

General Fund Revenues

The FY 2016-2017 operating budget follows the general reappraisal of real property for the Town of Knightdale. The revenue-neutral tax rate, as defined by G.S. 159-11(e), is the rate that is estimated to produce revenue for the next fiscal year if no reappraisal had occurred. The rate is then adjusted by a growth factor equal to the average annual percentage increase in the tax base due to improvements since the last general reappraisal.

The reappraisal produced a tax base of \$1,561,968 for the Town of Knightdale. The tax levy for the current fiscal year is \$6,649,298, and the growth factor since the last general reappraisal is 4.5 percent. Using the formula mandated by state law, the revenue neutral tax rate for the Town of Knightdale is 42.85 cents. The proposed tax rate for FY 2016-17 is 43 cents which represents no change from the property tax rate of 43 cents for FY 2015-16. Ad-valorem taxes comprise 47% of General Fund revenues.

Sales tax revenues are the second largest source of General Fund revenues contributing an additional 19% or \$2,625,000 of the total. FY 2016 saw continued growth in sales tax revenues of 5.1 to 6.3 percent in the revenue received by the Town. Changes to the distribution method remain under analysis by the North Carolina General Assembly making future receipts and growth expectations uncertain.

Restricted and unrestricted intergovernmental revenues make up an additional \$2,212,299 or 15.7% of total general fund revenues. Included are grant funds for fire and police personnel and equipment, school resource officer (SRO) funding, Powell Bill, John Rex Endowment grant, franchise fees, and PEG channel funding primarily. Sanitation revenues of \$772,089 or 5.5% are up by 12.3% primarily from increased volume in number of homes serviced but also a slight increase in the monthly cost to match the actual costs of the services provided including administration. Parks and recreation revenues,

permits, other taxes and licenses, transfer from Capital Reserve, and miscellaneous revenues provide an additional \$1,066,701 or 7.38% of total General Fund revenues.

New Debt Proceeds revenues of \$475,000 or 3.4% have been included for the full replacement cost of a new fire pumper to be financed over five years. Use of Fund Balance in the amount of \$330,000 including \$205,000 of Powell Bill Fund Balance provides the remaining 2.3% of funding for the year.

General Fund Expenditures – Operating Costs

Benefits

Funding of 2% of salaries is recommended for merit availability in the budget, to be awarded based upon individual and departmental performance during FY 2016-17. No cost of living adjustment is recommended. The base contribution to employee health/dental/vision insurance has been increased to \$6,600 per year/per employee based on the increased costs of coverage. An additional \$1,200/year is awarded to employees that participate in the annual health and wellness assessment. The Local Government Employee Retirement System contribution rates will be higher in FY 2016-17. The rate for general employees is increasing from 6.72% to 7.3%. The rate for law enforcement employees is increasing from 7.15% to 8.0%. The Town also contributes 5% of salaries to a 401(k) plan for all full time employees.

New Positions and Changes to Positions

The budget proposes 7 new full time positions and one part time position. Full time positions include three firefighters, three law enforcement officers including two traffic officers and an additional school resource officer, and an additional maintenance worker for public works operations. The firefighter positions are budgeted with grant funding of 100% of salary and benefit costs for the initial two years. Similarly two additional traffic officer positions are included contingent upon grant funding of 85% of salary and benefits, in addition to, funding for the majority of the costs of two new vehicles. The remaining two new positions are funded with general fund revenues. The new part time position is for a code enforcement position in Development Services. These new positions will increase the number of full time employees to eighty. The proposed budget also includes the implementation costs of the salary survey changes of \$12,396 plus related benefits. During the current fiscal year changes were made to the organizational structure on an interim basis. This interim structure will stay in place for the Fiscal Year 2016-2017 unless changed and include an additional reporting level below the Town Manager with the Fire Chief reporting to the Police Chief, the Public Works Director reporting to the Director of Development Services, and the Parks and Recreation Director and Public Information Officer reporting to the Director of Administrative Services.

Other Operating Expenses

Most operations will remain similar to the current year. Funds have been included in Information Technology for new Human Resources software for applicant tracking, onboarding, and employee evaluations, as well as, funding for a comprehensive network assessment for determination of current use, needs, and deficiencies, if any, of the current network. Funds have also been included for

additional staff and supervisor training to further staff initiated core values of accountability, respect, and customer service (ARC) along the key operational lines between staff, Town citizens, and Council.

Capital Outlay/Equipment

The annual Powell Bill appropriation is expected to be \$340,000. These revenues combined with \$205,000 from Fund Balance for funds not spent in FY 2016 will allow the Public Works Director to recommend \$545,000 in resurfacing projects for FY 2017 after completion of a street condition survey.

Three additional Capital Improvement Projects (\$50,000 and above) are funded in the budget for completion of the John Rex Endowment Grant of \$210,000, a CAMPO project design of \$100,000, and the initial stage of LED Streetlights for Knightdale Boulevard of \$75,000.

Capital Outlay (\$10,000-\$50,000) includes three replacement police vehicles, the non-grant funded purchase of two new vehicles for two traffic officers in Police: a replacement pickup truck, replacement 1500 gallon per minute pumper truck, and replacement extrication tool in Fire; brine-making equipment replacement in Public Works; updating website software in Communications; site plan development for donated land in Development Services; and scoreboard and backstop improvements at Knightdale Community Park and pool club house improvements in Parks and Recreation.

Debt Service

Annual debt service payments for the General Fund for FY are \$1,469,136. This includes \$100,968 in new debt service from borrowing an additional \$475,000 for the purchase of a replacement Fire pumper to be repaid over five years. Debt service payments for the Water and Sewer Fund are \$185,101 which will be reimbursed in full by the City of Raleigh.

Water and Sewer Fund

The Water and Sewer Fund budget of \$1,700,101 exists solely to service the remaining water and sewer debt and pass through of development fees collected in the Town of Knightdale and transferred to the City of Raleigh as part of the Water and Sewer Merger Agreement. Increases of 5% for usage fees for The Town is continuing tracking towards conclusion of the merger cost repayment with a projected timeline of completion in FY 2017-2018.

Storm Water Fund

The \$2/month storm water fee per home and residential equivalent unit remains unchanged and provides \$271,600 in annual revenue for the Fund. Included are two capital projects carried forward from fiscal year 2016 for Mingo Creek Restoration Plan and Excavation of the Environmental Park Pond. No use of fund balance is needed for either project. Additional maintenance projects, street sweeping, public education, and employee salaries and benefits comprise the balance of this fund.

Capital Reserve Fund

The Capital Reserve Fund is primarily the Town's savings towards future capital and capital projects. Two cents of the Town's ad-valorem tax rate is transferred from the General Fund to the Capital Reserve Fund for use in the future. New this fiscal year is the designation of a half-cent of the existing tax rate to be used for future maintenance of the Town's parks and greenways. This amount is also being transferred from the General Fund. Additional revenues for this fund include other taxes and licenses from motor vehicles, permits and fees, and use of Fund Balance in the amount of \$86,412. Uses of the Capital Reserve Fund savings includes a transfer to the General Fund of \$240,000 to be used towards debt service and \$453,000 to be transferred to the General Capital Project Fund to be used towards completion of Phase II Improvements for Knightdale Station Park including a permanent stage, temporary stage, and water misting feature.

Capital Project Funds

Capital Project Funds are accounted for separately from operating expenses and capital purchases in the General Fund generally exceeding \$50,000 in costs and with project duration that transcends the fiscal year. Currently this fund includes only the Knightdale Station Park Phase III Improvements as all other street and general projects were completed during the current fiscal year.

Conclusion

The Town of Knightdale continues to be one of the fastest growing municipalities in North Carolina. As this trend continues more employees will be needed in all areas of service provision along with additional facilities, equipment, and storage to accommodate this growth.

Seth Lawless, Knightdale Town Manager

Town of Knightdale, North Carolina
Annual Operating Budget Ordinance
For the Fiscal Year Ending June 30, 2017

BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina

that the following anticipated fund revenues and departmental expenditures, together with certain fees and charges schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017.

Summary

General Fund	\$14,130,387
Capital Projects Funds	
General Capital Reserve Fund	693,000
Enterprise Funds	
Storm Water Fund	271,766
Water and Sewer Utility Fund	<u>1,700,101</u>
 Total Annual Operating Budget Ordinance	 <u>\$ 16,795,254</u>

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

Ad-valorem taxes	\$ 6,674,298
Local Option Sales Tax	2,625,000
Other taxes and licenses	90,465
Unrestricted intergovernmental revenues	917,000
Restricted intergovernmental revenues	1,295,299
Permits and fees	216,000
Sales and services	
Sanitation revenues	772,089
Parks and Recreation revenues	425,000
Investment earnings	17,200
Miscellaneous	53,036

Other Financing Sources:

Debt Proceeds	475,000
Interfund transfers in	240,000

Fund Balance Appropriated

Undesignated Fund Balance	<u>330,000</u>
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Total revenues and other financing sources	<u>\$ 14,130,387</u>
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**Town of Knightdale, North Carolina
Annual Operating Budget Ordinance
For the Fiscal Year Ending June 30, 2017**

Authorized Expenditures By Department:

Town Manager's Office	182,752
Communications	179,620
Administrative Services Department	
Legislative	234,579
Human Resources	184,862
General	622,243
Information Technology	277,818
Public Safety	
Police	3,310,649
Fire	1,939,233
Public Works	
Buildings Maintenance	730,994
Grounds Maintenance	638,250
Streets - Powell Bill	882,630
Sanitation	807,142
Development Services	851,342
Parks, Recreation and Cultural Programs	1,405,799
Donations to Other Agencies	26,750
Debt service	1,469,136

Other Financing Uses:

Interfund transfers out	<u>386,588</u>
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Total expenditures and other financing uses	<u><u>\$ 14,130,387</u></u>
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Section 2: Storm Water Fund - Fund 60

Anticipated Revenues by Category:

Sales and Services	\$ 271,600
Investment earnings	166

Fund Balance Appropriated

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Total revenues and other financing sources	<u><u>\$ 271,766</u></u>
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Authorized Expenditures By Department:

Storm Water	<u><u>\$ 271,766</u></u>
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Total expenditures and other financing uses	<u><u>\$ 271,766</u></u>
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**Town of Knightdale, North Carolina
Annual Operating Budget Ordinance
For the Fiscal Year Ending June 30, 2017**

Section 3: Water and Sewer Utility Fund - Fund 61

Anticipated Revenues by Category:

City of Raleigh Debt Service Contribution	\$ 185,101
Operating Revenues	
Permits and Fees	534,000
Non-Operating Revenues:	<u>981,000</u>
 Total revenues and other financing sources	 <u>\$ 1,700,101</u>

Authorized Expenditures By Department:

Debt Service	\$185,101
Transfer to City of Raleigh	<u>1,515,000</u>
 Total expenditures and other financing uses	 <u>\$ 1,700,101</u>

Section 4: General Capital Reserve Fund - Fund 70

Anticipated Revenues by Category:

Other taxes and licenses	\$ 120,000
Permits and fees	90,000
Sales and services	6,500
Investment earnings	3,500

Other Financing Sources:

Interfund transfers in	386,588
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Fund Balance Appropriated

86,412

Total revenues and other financing sources	<u>\$ 693,000</u>
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Authorized Expenditures By Department:

Other Financing Uses:

Interfund transfers out	<u>\$ 693,000</u>
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Total expenditures and other financing uses	<u>\$ 693,000</u>
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Town of Knightdale, North Carolina
Annual Operating Budget Ordinance
For the Fiscal Year Ending June 30, 2017

Section 5: Grand Totals - All Funds

Revenues	\$ 15,277,254
Other Financing Sources:	
Operating transfers in	626,588
Debt Proceeds	475,000
Fund balance appropriated	<u>416,412</u>
 Total revenues and other financing sources	 \$ <u>16,795,254</u>
 Expenditures	 \$ 15,715,666
Other Financing Uses:	
Operating transfers out	<u>1,079,588</u>
 Total expenditures and other financing uses	 \$ <u>16,795,254</u>

Section 6: Levy of Taxes

There is hereby levied, for Fiscal Year 2017, the following Ad Valorem Tax Rate per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2016, for the purpose of raising the revenue from Ad Valorem Taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated assessed valuation of \$1,561,968,000

General Fund	\$ 0.43
Total Rate per \$100 of valuation of taxable property	<u>\$ 0.43</u>

Section 7: Fees and Charges

There is hereby established, for Fiscal Year 2017, various fees and charges as contained in Attachment A located in the appendix section of this document. Utility fees that may be collected on behalf of the City of Raleigh are also located in Attachment A.

Section 8: Budget Officer Restrictions

The Budget Officer shall not have any authority to appropriate fund balance or to increase total appropriations. All interfund and interdepartmental transfers, except as noted in Section 9 and 10, shall be accomplished only with specific advanced approval of the Knightdale Town Council.

Section 9: Special Authorization of the Budget Officer

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations.
- C. The Budget Officer shall be authorized to effect interdepartmental transfers in the same fund, not to exceed 10 percent of the appropriated monies for the department whose allocation is needed.

**Town of Knightdale, North Carolina
Annual Operating Budget Ordinance
For the Fiscal Year Ending June 30, 2017**

- D. Notification of all transfers and budget amendments approved by the Budget Officer shall be made to the Town Council at its meeting following the transfer.

Section 10: Re-Appropriation of Funds Encumbered in Fiscal Year 2017.

Operating funds encumbered on the financial records as of June 30, 2016 are hereby re-appropriated to Fiscal Year 2017.

Section 11: Classification and Pay Plan

There is hereby established, for Fiscal Year 2017, certain positions, job titles and salary ranges for all authorized Town employees, as contained in Attachment B. The Town Manager is hereby authorized to fill such positions, when such are vacant, at the grade stated for each position and within the first twenty steps. The Town Council shall approve any deviation in advance.

There is hereby established, for Fiscal Year 2017, certain limited service positions, job titles and salary ranges, as contained in Attachment C. The Town Manager is hereby authorized to fill such positions at the grade stated for each position.

Section 12: Expected Spending in Capital Projects and Improvements Fund

The Town's Capital Improvement Plan continues to become a more realistic guide and plan for municipal capital projects. During Fiscal Year 2016, certain capital improvement activities over \$50,000 were reclassified from the General Fund to this fund. The goal is to show more operational expenses more clearly in the General Fund and to show those infrequent but significant projects / activities together. During Fiscal Year 2017, the following projects and initiatives are expected to be active. Note that the amounts cited below are the best estimates of spending for the respective projects.

Knightdale Park Phase III (Capital Project Fund)	\$	1,024,029
Street Resurfacing - Powell Bill funds (General Fund)	\$	545,000
John Rex Endowment Grant (General Fund)	\$	210,000
CAMPO Project Design (General Fund)	\$	100,000
Knightdale Blvd. Street Lights - LED (General Fund)	\$	75,000

Section 13: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Knightdale municipal government during the 2016-2017 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

Town of Knightdale, North Carolina
Annual Operating Budget Ordinance
For the Fiscal Year Ending June 30, 2017

Section 14: Funding of the General Capital Reserve Fund.

- A. Following the delivery of the audited financial statements to the Town Council, the Finance Officer will calculate the fund balance available for appropriation in the General Fund (FBA). FBA is defined as the sum of cash and investments less the liabilities of the General Fund, less Reserve for Encumbrances at year end and less any deferred revenues arising from cash receipts, e.g. prepaid taxes or grants received before earned. The Finance Officer will subtract any restricted funds from Fund Balance Available. That amount will be divided by the sum of General Fund expenditures and General Fund transfers to other funds, less the proceeds of installment debt. If the resulting percentage is over 40%, the excess of FBA% over what the FBA would have been at 40% will be transferred transferred to the General Capital Reserve Fund for future capital needs.
- B. Additionally, the amount calculated by the Finance Officer to equal two (2) cents of the tax rate shall be transferred to the General Capital Reserve Fund for future capital needs. This amount is determined as (i) the estimated tax base for the coming year, (ii) less an allowance for uncollected taxes, (iii) divided by \$100, (iv) multiplied by \$0.02. this amount will be identified as "General Fund Contribution to Capital Improvement Plan."
- C. Additionally, the amount calculated by the Finance Officer to equal one half (.5) cents of the tax rate shall be transferred to the General Capital Reserve Fund for future maintenance of parks and greenways. This amount is determined as (i) the estimated tax base for the coming year, (ii) less an allowance for uncollected taxes, (iii) divided by \$100, (iv) multiplied by \$0.005. this amount will be identified as "General Fund Contribution to Capital Maintenance Funding."
- D. It shall be the policy of the Town to place the proceeds of the sale of assets and "windfall" income, unbudgeted or unexpected revenue, from any source into the General Capital Reserve Fund for future capital needs when such amounts exceed \$100,000.
- E. Transfers to the General Capital Reserve Fund shall be made on or before February 1 each year by the Finance Officer.

The Finance Officer shall establish and maintain all records, which are in consonance with this ordinance, and the appropriate state statutes of the State of North Carolina.

Adopted this the 15th day of June 2016.

James Roberson, Mayor

Seth Lawless, Town Manager / Budget Officer

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Amounts due are based upon the Fees and Charges Schedule in effect at the time of payment. It is the Town Council's intention that the Fees and Charges Schedule be revised as needed by July 1st of each year. Some fees and charges may be adjusted during the year as circumstances change.

Administrative Services Department

Ad Valorem Tax Rate per \$100 of assessed valuation	\$ 0.43
Vehicle Fee	
General Fund	\$ 5.00
General Capital Reserve Fund	<u>10.00</u>
Total Vehicle Fee	<u><u>\$ 15.00</u></u>
Returned Check Charge - NSF	\$ 35.00
Maximum Allowed by General Statutes	
Administrative Fee for Returned Bank Drafts	\$ 35.00

Sanitation Fees, Charged to Each Household Monthly

Trash Collection, per roll out cart	\$ 10.52
Recycling, per roll out recycling container	<u>2.81</u>
Total Monthly Sanitation Fees	<u><u>\$ 13.33</u></u>

Beer and Wine Licenses, Per Annum

Beer - On Premises	\$ 15.00
Beer - Off Premises	\$ 5.00
Wine - On Premises	\$ 15.00
Wine - Off Premises	\$ 10.00
Beer - Wholesalers	\$ 37.50
Wine - Wholesalers	\$ 37.50
Beer & Wine - Wholesalers by same license	\$ 62.50

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Miscellaneous Fees

Copy 8.5 X 11 per page	\$	0.15
Copy 8.5 X 14 per page	\$	0.25
Copy 11 X 17 per page	\$	0.25
Certified Copy per page	\$	2.00

No personal copies made for the public

Copies of Documents:

Standard Specifications and Construction Details	\$	30.00
Budget Proposal	\$	30.00
Audit Report (CAFR) - available on line at no charge	\$	20.00
Town Code of Ordinances	\$	75.00
Supplement to Town Code of Ordinances	\$	10.00
Comprehensive Plan	\$	35.00
Unified Development Ordinance	\$	35.00
* Computer Files (onto CD) per CD	\$	2.00
* Computer Files (other media)	Actual Cost	
Meeting Notice Request, per year	\$	10.00
DVD copy of Town Council meeting	\$	2.00
Lien of Property Fee	\$	100.00
Election Filing Fee	\$	50.00

* In keeping with NC Public Records laws, certain information will not be available to the public.
Special record requests will be addressed following the completion of daily and routine duties.

Billings and Collections

All fees are due within thirty days of the invoiced date. Fees not paid within thirty days shall accrue an interest charge of .75% per month on the unpaid balance, which is 9% annual interest. In addition, the Town shall be reimbursed for its expenses of collection, if any, including court costs and attorney fees.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Public Safety Fees

Police Department

Fire Lane Parking Infraction	\$	50.00
Handicapped Parking (State Citation) Plus Costs of Court	\$	100.00
Handicapped Parking (Town of Knightdale Ordinance)	\$	50.00
Various Parking Infractions - General No Parking	\$	15.00

Fire Department

All businesses and buildings in the Town of Knightdale and its extraterritorial jurisdiction subject to the North Carolina Fire Code shall be inspected by the Town and shall pay for these services based on the following fee schedule including all services provided by the Fire Code Inspector or the Town's Fire Inspector including periodic inspections and re-inspections:

A. Fire Code Inspections

Fire Inspections	Square Footage			
Less than	-	1,000	\$	25.00
	1,000	2,499	\$	50.00
	2,500	4,999	\$	60.00
	5,000	9,999	\$	100.00
	10,000	24,999	\$	150.00
	25,000	49,999	\$	200.00
	50,000	99,999	\$	250.00
	100,000	199,999	\$	250.00
	200,000	299,999	\$	300.00
	300,000	399,999	\$	400.00
Greater than	400,000	-	\$	500.00
Life Safety Violations - Per Violation - Per Day			\$	250.00
Re-Inspections				
First			\$	25.00
Second			\$	50.00
Third			\$	100.00
Fourth and Beyond			\$	200.00

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

A. Fire Code Inspections (continued)

Re-Inspections of Any Fire Suppression or Detection System	
First	\$ 50.00
Second	\$ 100.00
Third	\$ 200.00
Fourth and Beyond	\$ 300.00
 Certificate of Occupancy - Minimum Charge	 \$ 50.00
Certificate of Occupancy - Per Hour	\$ 50.00

Certificate of Occupancy Inspections will be charged on a per hour basis. Any time past an hour will be rounded up to the next hour. Reinspection charges will be at the same rate as annual re-inspections fees.

All Fire Inspection Fess (or estimated amounts thereof) must be paid in full before a Building Permit is issued. No Building Permit may be issued without payment of these fees. After hours inspections are billed at \$50.00 per hour in addition to normal fire inspection fees.

B. Permit Fees

Bowling Alley Resurfacing	\$ 75.00
Carnivals and Fairs	\$ 100.00
Combustible Dust Producing Operations	\$ 75.00
Compressed Gases	\$ 75.00
Cutting and Welding	\$ 75.00
Dry Cleaning Plants	\$ 50.00
Exhibit and Trade Shows	\$ 100.00
Explosives / Blasting	
48 Hours	\$ 75.00
90 Days	\$ 150.00
* Trip Charge	\$ 50.00
Closure of a road when warranted	\$ 200.00

* NOTE: If blasting will be done within 500 feet of a structure and/or within 250 of a roadway, a Knightdale fire official is required to be on site for the blasting. A trip charge will be assessed for each trip to the construction site. This fee may be adjusted by the Fire Chief, based on the nature of the structure and unique circumstances.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

B. Permit Fees (continued)

Flammable and Combustible Liquids	\$	75.00
Flammable Finishes	\$	75.00
Hazardous Chemicals	\$	75.00
High Piled Combustible Stock	\$	75.00
Insecticide Fogging	\$	75.00
Vehicles and Assembly	\$	100.00
Pyrotechnics and Fireworks	\$	150.00
Spraying or Dipping	\$	100.00
Tents, Per Tent	\$	50.00
Tank Removal / Installation, Per Tank	\$	200.00

* Burning Permit	\$	75.00
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* Open burning is prohibited within the jurisdiction of the Town of Knightdale unless prior approval and a burning permit have been issued by the Knightdale Fire Department and North Carolina Forestry Service. Burning permits are issued for site development and a pit must be utilized with a distance requirement of 1000 feet to the nearest structure. This fire may generally be started between 9 a.m. and 3 p.m. and no combustible material may be added to the fire between 3 p.m. and the end of the workday.

Sprinkler System - Minimum or	\$	100.00
Sprinkler System - Per Square Foot (Whichever is greater)	\$	0.014
Fire Pumps	\$	75.00
Standpipe Systems	\$	100.00
Hood System	\$	50.00
Fire Hydrant Flow Test	\$	100.00
Fire Alarm Installation - Minimum or	\$	100.00
Fire Alarm Installation - Per Square Foot (Whichever is greater)	\$	0.014

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Public Works Department

Manpower Charges:

Administrative Fee	\$	50.00
Hourly Labor Charge Per Person		
During normal work hours M-F 8:00 AM to 5:00 PM	\$	35.00
After normal work hours, weekends and holidays	\$	52.50

Vehicle and Equipment Charges Per Hour

Large Backhoe	\$	105.00
Small Backhoe	\$	65.00
Large Dump Truck	\$	75.00
Small Dump Truck	\$	50.00
Tractor with Implement	\$	750.00
Trailer	\$	25.00
Mower	\$	55.00
Weed eater or Blower	\$	15.00
Pickup Truck	\$	45.00
Mud Pump	\$	15.00
Fabrication and Installation of Street Signs (Plus cost of sign, post and hardware)	\$	125.00

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

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Parks Recreation & Cultural Programs

Summer Camp Program Fees	<u>Inside Town Outside of Town</u>	
Adventure Camp Per Session (Ages 5 - 7)	\$ 100.00	\$ 100.00
Explorer Camp Per Session (Ages 8-10)	\$ 110.00	\$ 110.00
Quest Camp Per Session (Ages 11-13)	\$ 125.00	\$ 125.00
Youth Sports		
Basketball	\$ 37.00	\$ 52.00
Softball (Ages 9-17)	\$ 37.00	\$ 52.00
Baseball Minor, Major, Junior & Senior Leagues (Ages 9 - 17)	\$ 37.00	\$ 52.00
Tee Ball (Age 4)	\$ 15.00	\$ 20.00
Modified Tee Ball (Ages 5 - 6)	\$ 20.00	\$ 30.00
Baseball / Softball (Ages 7 - 8)	\$ 30.00	\$ 42.00
Fall Baseball / Softball (Ages 6-17)	\$ 37.00	\$ 52.00
Team Sponsorship Fees		
Softball		
9 -10 Year Old Team	\$ 250.00	
11 - 12 Year Old Team	\$ 250.00	
13 - 15 Year Old Team	\$ 250.00	
Baseball		
4 Year Old Team	\$ 225.00	
5 - 6 Year Old Team	\$ 225.00	
7 - 8 Year Old Team	\$ 225.00	
9 - 10 Year Old Team	\$ 250.00	
11 - 12 Year Old Team	\$ 250.00	
13 - 14 Year Old Team	\$ 250.00	
15 - 17 Year Old Team	\$ 250.00	
Late Registration Fee	-	
Advertising Board Sponsorship on Fence - 3 Year Sponsorship	\$ 500.00	
Score Box Signs - 2 Year Sponsorship	\$ 150.00	

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Parks Recreation & Cultural Programs (continued)

Basketball

5 - 6 Year Old Team	\$	150.00
7 - 8 Year Old Team	\$	150.00
9 - 10 Year Old Team	\$	150.00
11 - 12 Year Old Team	\$	150.00
13 - 14 Year Old Team	\$	150.00
15 - 17 Year Old Team	\$	150.00

*** Adult Athletics**

Includes but is not limited to:

Kickball	\$	25.00
Men's Softball	\$	40.00
Co-Ed Softball	\$	40.00
Men's Basketball	\$	50.00
Women's Basketball	\$	40.00
Flag Football	\$	450.00 per team

* Registration fees are calculated based on the number of teams and service level provided in each league. Registration fees are intended to recover the actual cost of the specific program.

**** Instructional, Pool Programs and Recreation Center Programs**

Includes but is not limited to:

Tennis Lessons
Aerobics
Dance
Art Classes
Karate

** Fee is based on cost of instructor plus cost of supplies, facility rental, etc.

Knightdale Swim Club

***** Pool Admission Per Visit**

Under Age 1		Free
Ages 1 - 5	\$	2.00
Ages 6 - 12	\$	3.00
Ages 13 - 18	\$	4.00
Ages 19 and older	\$	4.00
Late Admissions - 5 pm to closing	\$	2.00

***** Fees will go into effect at the beginning of the next pool season**

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Parks Recreation & Cultural Programs (continued)	<u>Inside Town Outside of Town</u>	
Summer Pass (100 Pool Days)		
Individual (Ages 1 - 5)	\$	50.00
Individual (Ages 6 - 12 with non-swimming chaperone)	\$	75.00
Individual (Ages 13 - 18)	\$	100.00
Individual (Ages 19 and older)	\$	100.00
Family Discount - 3 or more		25.00%
Summer pass cost based on 25 visits		
Senior Discount (Ages 55 and older)		25.00%
Water Aerobics		
Price based on cost of instructor and session length		
Swim Lessons		
Four Lessons - 45 Minutes Each Ages 4 - 15	\$	35.00 \$ 50.00
Four Lessons - 25 Minutes Each Ages 3 - 4 Preschool	\$	20.00 \$ 30.00
Four Lessons - 25 Minutes Each Ages 6 - 24 Months	\$	20.00 \$ 30.00
Baby & Me Classes		
Adult Lessons-M-Th, 45 Minutes Each Ages 16-up	\$	30.00 \$ 45.00
* Clubhouse Rental (Minimum 2 Hours)		
Cleaning / Damage Deposit	\$	100.00
Hourly Rental Fee	\$	40.00
** Pool Rental (Minimum 2 Hours)		
Cleaning / Damage Deposit	\$	50.00
Hourly Rental Fee	\$	75.00
*** Combination Clubhouse / Pool Rental (Minimum 2 Hours)		
Cleaning / Damage Deposit	\$	50.00
Hourly Rental Fee	\$	85.00
One Additional Lifeguard is Added for Each 15 Guests Over 40		
Hourly Rate for Each Additional Lifeguard	\$	15.00
* Includes use of kitchen (ice maker, stove & refrigerator), 6 six-foot tables & 60 chairs (16 - 18 year old party)		
** Pool rental includes 2 lifeguards		
*** Rentals include 30 minutes for set up and 30 minutes for clean up		

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Parks Recreation & Cultural Programs (continued)

Track Out Programs - Per Day

Kindergarten to 2nd Grade	\$24	Per Day
3rd to 5th Grade	\$24	Per Day
6th to 8th Grade	\$24	Per Day
After School Program - Per Session (13-17 days)	\$75	Per Session
Before School Program - Per Session (42-47 days)	\$150	Per Session

Knightdale Recreation Center Rentals	Non-Profit Organization	Other Group Rentals	Program Rentals
Room 404	\$ 25.00	\$ 35.00	\$ 10.00
Room 406	\$ 25.00	\$ 35.00	\$ 10.00
Room 404 & 406 Combined	\$ 40.00	\$ 60.00	\$ 15.00
Meeting Room	\$ 20.00	\$ 30.00	\$ 10.00
Kitchen	\$ 15.00	\$ 15.00	
Gym Rental - Per Hour			
Non-Athletic Events	\$ 50.00	\$ 75.00	
Athletic Events	\$ 35.00	\$ 50.00	
Volleyball (Per Court Including Nets, Standards, Ref Stand)	\$ 25.00	\$ 25.00	
Entire Facility Rental - Per Hour	\$ 75.00	\$ 115.00	
Refundable Deposit on all Gym Rentals	\$ 100.00	\$ 100.00	
Refundable Deposit on Classrooms		\$ 50.00	

Field Rentals

Baseball / Softball Fields - Per Hour for each Field	\$ 30.00
Baseball / Softball Fields - Flat Fee Daily Rental 7 + Hours	\$ 200.00
KSP - Soccer Field - Adult Programs - Per Hour for each Field	\$ 30.00
KSP - Soccer Field - Youth Programs - Per Hour for each Field	\$ 15.00
KSP - Soccer Field - Lights per hour	\$ 20.00
KRC - Youth Programs	\$ 10.00
KRC Soccer Field - Youth Football - Per Hour	\$ 15.00

Knightdale Station Park

Picnic Shelter Rental - per hour	\$ 20.00
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**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Refundable Deposit for Picnic Shelter	\$ 25.00
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Special Events

Parade

Professional Float Rental	\$ 450.00
Your own vehicle/float with advertisement	\$ 75.00
Marchers with advertisement	\$ 25.00
Antique vehicle with advertisement	\$ 25.00

Food Trucks

Food truck registration fees are determined based on type of event, participation history, length of event, and how long event has been established.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

	<u>Raleigh</u>	<u>Knightdale</u>
City of Raleigh - Water and Sewer Utility Fees		
<p>Note that a majority of the fees listed below are collected on behalf of the City of Raleigh. Please contact the City of Raleigh Utility Billing Center, (919) 890-3245, for questions on water and sewer rates. Those fees are listed here as information for developers and citizens. If Raleigh adjusts these fees, no formal action is required by the Knightdale Town Council to update the information here.</p>		
Utility Administrative Fee		
Due upon application for building permit		
Due upon application for service for all others.	\$ 15.00	\$ 15.00
Water Tap Fees - Due prior to tap being made.		
Taps will only be made when combined road width < 48 feet.		
3/4 inch line	\$ 2,710.00	\$ 2,887.00
1 inch line	\$ 2,979.00	\$ 3,178.00
Sewer Tap Fees - Due prior to tap being made		
4 inch line	\$ 3,388.00	\$ 3,611.00
Water and Sewer Inspection Fees, aka "Stub" Fees		
Water Stub - Per Stub	\$ 84.00	\$ 91.00
Sewer Stub - Per Stub	\$ 84.00	\$ 91.00

Other water and sewer taps not covered elsewhere are subject to review by the City of Raleigh. The fee must be determined and payment must be received before the tap can be made.
10 inch and greater must be individually quoted by City of Raleigh.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

	<u>Raleigh</u>	<u>Knightdale</u>
Meter Installation Fees (Water) - due upon application for building permit for existing lots of record.		
Based on meter Size		
5/8 inch	\$ 245.00	\$ 263.00
3/4 inch	\$ 224.00	\$ 263.00
1 inch	\$ 323.00	\$ 341.00
1 1/2 inch	\$ 470.00	\$ 503.00
2 inch	\$ 596.00	\$ 638.00
4 inch	\$ 3,345.00	\$ 3,566.00
6 inch	\$ 4,910.00	\$ 5,234.00
6 inch with fire protection	\$ 7,510.00	\$ 8,036.00
8 inch	\$ 4,310.00	\$ 4,612.00
8 inch with fire protection	\$ 10,030.00	\$ 10,732.00
10 inch and greater with fire protection	\$ 13,381.00	\$ 14,318.00
 3/4 Inch Service Split for Irrigation		
New Service	\$ 542.00	\$ 578.00
Existing Service	\$ 1,116.00	\$ 1,190.00
 1 Inch Service Split for Irrigation		
New Service	\$ 923.00	\$ 982.00
Existing Service	\$ 1,495.00	\$ 1,597.00
 Nutrient Reduction Fees - Water		
Residential		
Individual water service all sizes per unit	CFF	\$ 1,615.00
Multi family on single water service per unit	CFF	\$ 1,615.00
 Nutrient Reduction Fees - Sewer		
Residential		
Individual water service 0 to 4 inch line - per unit	CFF	\$ 884.00
Group housing on single water service - per unit	CFF	\$ 732.00

Water and sewer nutrient reduction fees are not eligible for oversize credit or reimbursement.

CCF - Nutrient reduction fees for all new subdivisions & lots replaced with Capital Facilities Fee effective July 1, 2013. The above fees are only charged for lots recorded in existing subdivisions that paid acreage fees and sewer development fees prior to July 1, 2013. Redeveloped properties are not subject to acreage fees.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

	<u>Raleigh</u>	<u>Knightdale</u>
Water Capacity Fees		
Single Family - per unit (250 gallons per day @ \$4.25)	\$	1,063.00
Multi-Family - per unit (250 gallons per day @ \$4.25)	\$	1,063.00
* All other users - per gallon based on use	\$	4.25
Sewer Capacity Fees		
Single Family - per unit (250 gallons per day @ \$4.30)	\$	1,075.00
Multi-Family - per unit (250 gallons per day @ \$4.30)	\$	1,075.00
* All other users - per gallon based on use	\$	4.30

* Per day usage as provided by applicant and approved by the Town engineer.

Water and sewer capacity fees are due upon final plat approval for new subdivisions (major or minor) or upon application for building permit, whichever occurs first. For cases where lots will not connect to either Town water or sewer service, applicable water or sewer capacity fees are not due.

Water and sewer capacity fees are not eligible for oversize credit or reimbursement. Water and sewer capacity fees may also be due on any Change in Use.

Capital Facilities Fee Per Tap - Effective July 1, 2015

This fee replaces acreage fees, sewer development fees and nutrient reduction fees for new subdivisions and lots recorded after June 30, 2013.

	<u>Capital Facilities Fee</u>	
	<u>Water</u>	<u>Sewer</u>
Meter size (inches)		
5/8	\$ 2,238.00	\$ 2,350.00
3/4	\$ 2,238.00	\$ 2,350.00
1	\$ 3,730.00	\$ 3,916.00
1-1/2	\$ 7,459.00	\$ 7,833.00
2	\$ 11,935.00	\$ 12,533.00
4	\$ 37,296.00	\$ 39,165.00
6	\$ 74,592.00	\$ 78,329.00
8	\$ 119,348.00	\$ 125,327.00
10	\$ 171,563.00	\$ 180,157.00
12 and greater	Quote	Quote
Approved Sewer only connections 4 inch sewer line	\$ -	\$ 1,567.00
Mobile restroom unit (per plumbing fixture)	\$ 50.00	\$ 50.00

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Rate Code	Description of Rate in CIS	Monthly Billing	
		Inside	Outside

The following is the official schedule of rates, charges, and rents for water, sewer and reuse water utility billed effective July 1, 2016

Water Rates:

KWAI	Knightdale Water Administrative	\$	7.90	
KWAO	Knightdale Water Administrative			\$ 15.80
KWI	Water Inside Per 100 Cubic Feet	\$	6.31	
KWO	Water Outside Per 100 Cubic Feet			\$ 15.56

Sewer Rates:

KSAD	Knightdale Sewer Administrative	\$	7.90	
KSWR	Sewer Residential Per 100 Cubic Feet	\$	5.49	
KSWC	Sewer Commercial Per 100 Cubic Feet	\$	6.65	
KSWI	Sewer Industrial Per 100 Cubic Feet	\$	5.74	
	Flat Sewer Commercial	\$	8.40	

Sanitation Fees:

KSWI	Solid Waste	\$	10.93	
KREC	Recycling	\$	2.88	
	Total Sanitation Fees	\$	13.81	

Storm Water Fees:

	Residential Single Family Homes Flat Fee	\$	2.00	
	Commercial Per 2200 Square Feet of Impervious Surface	\$	2.00	

Water and Sewer Charges are billed per 100 cubic feet of water.

100 Cubic Feet of Water = 748 Gallons

1000 Gallons of Water = 1.3369 CCF (100 Cubic Feet)

Water and Sewer Fees are Set by City of Raleigh

Storm Water and Sanitation Fees Set by Town of Knightdale

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Rate Code		Description of Rate in CIS	Monthly Billing	
			Inside	Outside
Other Fees:				
KNS	New Service Fee	\$	50.00	
KNDP	Deposit	\$	50.00	
KLAT	Late Payment Fee			
	Greater of \$5.00 or 1.5% of Balance Due			
KCO	Delinquent Trip Charge - Disconnected	\$	50.00	
	Due to Non-Payment			
AFHR	After Hours Turn-On Charge	\$	50.00	
MREM	Meter Removal for Non-Payment	\$	50.00	
KTES	Small Meter Test Fee	\$	30.00	
RWTL	Large Meter Test Fee	\$	100.00	
KRET	Returned Check or Draft NSF Fee	\$	25.00	
MSRT	Meter Set Return Trip Charge	\$	50.00	
	Meter Re-Read Fee	\$	35.00	
	Meter Restoration	\$	75.00	
	Meter Tampering Fees	\$	100.00	
	Meter Flow and Pressure Test Charge	\$	50.00	
	Meter Flow Search Investigation Charge	\$	50.00	
	Meter Antenna Replacement Charge	\$	50.00	
Bulk Water Sales:				
HYD	Hydrant Deposit	\$	500.00	
HYDA	Hydrant Daily Rental Fee	\$	10.00	
HYMO	Hydrant Monthly Rental Fee	\$	280.00	
HYJR	Hydrant Yearly Rental Fee	\$	1,500.00	
HYWT	Hydrant Meter Water Outside Per 100 CF			\$ 6.40

City of Raleigh has added a \$3.25 per month fee to all water and sewer bills for replacement of water and sewer lines. This fee is in addition to Town of Knightdale fees shown above.

Water Line Replacement per month	\$ 1.25
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**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Rate Code	Description of Rate in CIS	Monthly Billing	
		Inside	Outside
	Sewer Line Replacement per month	<u>3.25</u>	
	Total additional fee - City of Raleigh	<u>\$ 4.50</u>	

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Development Services Department

Note that certain fees listed below are collected on behalf of Wake County. Please contact the Wake County Inspections Department, (919) 890-3245, for questions regarding Wake County fees. Those fees are listed here as information for developers and citizens. If Wake County adjusts these fees, no formal action is required by the Knightdale Town Council to update the information here.

All fees are due upon submission of application, unless otherwise noted.

Amendment Petition Fees

Amendment to Zoning Map	
General Use District	\$ 500.00
Conditional Use District	\$ 500.00
Amendment to Unified Development Ordinance	\$ 500.00
Amendment to Comprehensive Plan	\$ 500.00

Special Use Permits

Residential - See Master Plan Fee	
Nonresidential	\$ 600.00
Special Use Permit Modification	\$ 300.00

If a special use permit & major subdivision are submitted for the same project concurrently, only the special use fee will be assessed.

Master Plan Application Fees

With Site Plan Review - Flat Fee Plus Per Acre Fee	\$ 250.00
With Site Plan Review - per Acre Fee	\$ 50.00

Land Use Review Board

Variances	\$ 500.00
Appeals or Interpretations	\$ 300.00

Permit Fees:

Zoning Compliance Permit	
Without Site Plan Review	\$ 75.00
With Site Plan Review - Flat Fee Plus Per Acre Fee	\$ 250.00
With Site Plan Review - Per Acre Fee	\$ 50.00
Zoning Confirmation Letter - Submittal Fee/Up to One Hour	\$ 75.00
Additional Fee Per Hour	\$ 50.00

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Permit Fees (continued)

Sign Permit Fees		
Sign Permit	\$	75.00
Banner Permit Fee - Per Application	\$	25.00
Final Plat Fees		
Exempt	\$	100.00
Recombination	\$	100.00
Right-of-Way Dedication	\$	100.00
Boundary Survey	\$	100.00
Minor Subdivision / Family Plus Per Lot Fee	\$	100.00
Major Subdivision Plus Per Lot Fee	\$	300.00
Subdivision - Additional Fee Per Lot	\$	5.00
Petition to Close a Right-of-Way	\$	100.00

Payments for engineering, consulting and legal review services will be due upon invoice.

Engineer Review Fees - In House - Per Hour **\$ 100.00**

Cost for the town of Knightdale Town Engineer to review plans and provide comments and recommendations on development plans including but not limited to:

- 1 Review of site and subdivision plans whether preliminary or construction plans.
- 2 Attendance and meetings.
- 3 Special projects as required.

Engineer Review Fees - Outside Firm **Actual Costs**

Payment for review of plans, specifications, and Traffic Impact Analysis by the Town's Consulting Engineer shall be the responsibility of the project developer. A pre-application conference will be held to determine the scope and cost of the services to be provided by the consultant. The project developer will be billed directly by the consultant and all invoices must be paid prior to project Construction Improvement Plan (CIP) issuance by the Town.

Town Attorney Legal Review Fees **Actual Costs**

Reimbursement of costs incurred by the Town, which are above and beyond those covered by the retainer agreement between the Town and the Town Attorney, including, but not limited to, review of legal documents, preparation for court cases and attendance at meetings.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Public Hearing Mailing Fees - Paid by the Applicant

Actual Costs

The applicant is responsible for the cost of supplies and postage for mailings which are required by the public hearing notification procedures. The application is also responsible for the preparation of the notification list, map, letter and addressing and providing postage on envelopes in accordance with the application submittal requirements.

Sketch Plan Review Fee - Site Plan & Subdivision Courtesy Review

Submittal Fee	\$	200.00
Town Engineer - Per Hour	\$	100.00
Senior Planner - Per Hour	\$	80.00

Fees are due prior to formal submittal for special use permit, zoning compliance or major subdivision.

Construction Plan Review

Construction Plan Submittal Fee	\$	300.00
Town Engineer - Per Hour	\$	100.00
Planner II - Per Hour	\$	80.00

Urban Service Area Site Review

Town Engineer - Per Hour	\$	100.00
Planner II - Per Hour	\$	80.00

Review by Town Staff for areas within the Urban Service area, but not within the current Knightdale corporate limits or extraterritorial jurisdiction.

Payments In Lieu of Recreation

Lots recorded on or after July 1, 2000 - Per Dwelling Unit	\$	2,500.00
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Unit-Fees due upon plat approval for new residential subdivisions or upon application for building permit, whichever occurs first. Fees are due for all lots within the Knightdale Planning Jurisdiction. Payment in lieu of construction of recreation for family subdivisions is due upon application for a building permit.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Payment in Lieu of Street Construction

Actual Costs

Fees are due upon issuance of a Construction Improvement Permit or upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first. Actual costs are as approved by Town Engineer.

Transportation Development Fees

Square Feet

Fees due upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first. Fees are due for all lots within the Knightdale Planning Jurisdiction.

Residential

Single Family				\$	400.00
Multi-Family and Attached Residential - Per Unit				\$	300.00
Hotel / Motel - Per Room				\$	313.00

Industrial

Industrial / manufacturing / Agricultural Processing					
Fee Per 1,000 Square Feet				\$	181.00
Fee Per Acre				\$	1,835.00
Greater of Fee per 1,000 Sq. Ft. or Fee per Acre					
Warehouse / Wholesale / Distribution / Transfer / Storage					
Fee Per 1,000 Square Feet				\$	302.00
Miniwarehousing - Per 1,000 Square Feet				\$	80.00

Office, Hospitals and Medical Care Facilities

Per 1,000 Square Feet	Less than	100,000	\$	543.00
Per 1,000 Square Feet	100,000	199,999	\$	438.00
Per 1,000 Square Feet	More than	200,000	\$	334.00

Institutional

Group Quarters - Per Bed				\$	80.00
Churches - Per 1,000 Square Feet				\$	135.00
Day Care Facilities - Per Licensed Enrollee				\$	83.00
* Elementary & Middle Schools - Per Student				\$	32.00
* High Schools - Per Student				\$	43.00
Cemetery - Per Acre				\$	127.00

* A standard based on students refers to the total student capacity of either any new school or an addition to an existing school. Twenty-five students is the student capacity set for each temporary classroom.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Transportation Development Fees (continued)

	Square Feet		
Retail			
Per 1,000 Square Feet	Less than	50,000	\$ 1,092.00
Per 1,000 Square Feet		50,000	\$ 982.00
Per 1,000 Square Feet		100,000	\$ 1,247.00
Per 1,000 Square Feet		200,000	\$ 1,148.00
Per 1,000 Square Feet	More than	299,999	\$ 950.00
** Outdoor Retail Display Areas as Primary Use - Per Acre			\$ 1,939.00
*** Retail Delivery Pumps - Per Pump			\$ 190.00

** A standard based on acreage refers to the total land and water surface area of any lot or lots on which any primary, accessory or incidental use or portion thereof is located.

*** For retail uses that include the sale of motor fuels to the public.

Note: This fee is eligible for a credit subject to an approved developer agreement.

Parking, in town Center Overlay District \$ 500.00

Fees due upon final plat approval for new subdivisions and upon application for building permit for existing lots of record.

Printed Maps

11" X 17" \$ 5.00
Large Format Maps, if feasible - Per Square Foot \$ 1.00

Custom Maps

Produced by the Planning Department, if feasible - Per Hour, 1 Hour Min. \$ 60.00

Inspection Fees - Streets

Storm Drainage - Per Linear Foot \$ 1.00
Streets - Per Linear Foot \$ 1.00
Subdivision Final Re-inspection - Per Hour \$ 75.00
(Inspection at Conclusion of Warranty Period)
Sidewalks - Per Linear Foot \$ 1.00
Curb and Gutter - Per Linear Foot \$ 1.00

The same fees will apply for any development projects requiring infrastructure inspections by the Town which are in the Urban Service Area but not in the Town's corporate limits or ETJ.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Weekend Inspection Fees (Knightdale Employee)	\$ 300.00
Building Permit Process Fee- Due upon application for building permit.	\$ 75.00
Mechanical Permit Processing Fee - Due upon application.	
Residential	\$ 14.00
Commercial	\$ 14.00

Setback and Certificate of Occupancy Inspections - (Knightdale Fees)

Residential - Single Family Detached	
Inspection	\$ 50.00
Re-inspection	\$ 50.00
Other, New Construction or Major Alteration	
Inspection - Base Fee	\$ 150.00
Plus Per Acre Fee	\$ 25.00
Re-inspection	\$ 100.00
Other, Additions or Alterations which do not effect the number of parking spaces or require landscape improvements	
Inspection	\$ 50.00
Re-inspection	\$ 50.00
Minor Additions & Demolition Permits (Flat fee includes setback, CO and plan review)	\$ 80.00

Fees due upon application for building permit.

Violation of:

First Day	
Unified Development Ordinance	\$ 250.00
Sign Ordinance - First Offense	\$ 100.00
Sign Ordinance - Second Offense within 6 months	\$ 250.00
Landscaping - Per violation	\$ 50.00
Landscaping - Per square foot area of vegetation	\$ 2.00
Lighting	\$ 50.00
Environmental Protection	\$ 250.00
Occupancy of Building without CO	\$ 500.00
Occupancy of Building after Expiration of Temporary CO	\$ 500.00

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Violation of:

Each Succeeding Day Until Corrected - Per Day	
Unified Development Ordinance	\$ 50.00
Sign Ordinance	\$ 25.00
Landscaping	\$ 50.00
Lighting	\$ 50.00
Environmental Protection	\$ 250.00
Occupancy of Building without CO	\$ 100.00
Occupancy of Building after Expiration of Temporary CO	\$ 100.00

Due as specified in notification

Payment in Lieu of Water Line Construction	Actual Costs
Payment in Lieu of Sewer Line Construction	Actual Costs

Fees due upon issuance of a construction improvements permit or upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first.
Actual costs as approved by Town Engineer.

Building Permit Fees	<u>Square Feet</u>
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Fees include both Wake County and Knightdale portion, thereof

New Dwellings - (Single, Duplex, or Townhouses)			
Modular Homes / House Moved (open construction)			
Per Dwelling Base Fee *	Up to	1,200	\$ 436.00
Base Fee Plus Fee Per Square Foot	Over	1,200	\$ 0.20

* Gross floor are finished within the inside perimeter of the exterior walls with no deduction for garage, corridors, stairs, closets, or other features. Finished area is that portion of building served by either electrical, mechanical or plumbing systems and suitable for occupant's use.

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Building Permit Fees (Continued)

	<u>Square Feet</u>		
Residential - Addition (Example: Bedroom, Bathroom, Sunroom, etc.)			
	Up to	400	\$ 228.00
Same charge as new dwelling	Over	400	\$ 436.00
Multi-Family Dwelling (Example: Apartments)			
For the First Unit			\$ 436.00
For Each Additional Unit			\$ 222.00
Mobile Homes			\$ 182.00
Residential Modular Units & Dwellings Moved On (Closed construction)			
The cost of land use and trade inspection fees plus fee per square foot			\$ 0.20
Residential Accessory Structures (Examples: Deck, Garage, Open Porches, etc.)			
The cost of land use and trade inspection fees plus fee per square foot			\$ 0.20
* Land Use			\$ 60.00
* Temporary Service Poles			\$ 60.00
* Trade Inspections			
* Building			\$ 60.00
* Electrical			\$ 60.00
* Mechanical			\$ 60.00
* Plumbing			\$ 60.00
* Administrative Fee Added to Above Permits			\$ 14.00

Non-Residential - Based on project cost per trade

	<u>Range</u>	
	\$0	\$50
	\$701	\$100
	\$1,501	\$155
	\$2,501	\$225
	\$25,001	\$450
	\$50,001	\$900
	\$100,001	\$1,800
	\$200,001	\$3,165
	\$350,001	\$4,150
	\$500,001	\$5,600
	\$750,001	\$7,000
Add .17% of each added million dollars or portion thereof (multiply by .0017)	Over \$1,000,000	0.17%

**Town of Knightdale
Fee Schedule
For the Fiscal Year Ending June 30, 2017
Attachment A**

Fees and charges are effective July 1, 2016

Building Permit Fees (Continued)

Administrative Fee (Wake County)	\$	60.00
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An Administrative fee will be charged for each resubmitted site plan, inspector field consultation, permit amendment, addendums and construction plans requiring two or more reviews.

Re-inspection Fee	\$	60.00
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Note: (SF Dwellings & Duplex Only) One re-inspection will be conducted in each of the trades areas (building, electrical, plumbing, HVAC) at no additional charge. Any additional re-inspections will be assessed a re-inspection fee.

Note: Construction work discovered to have been done without the proper permit(s) in place is subject to doubled fees by Wake County and/or Knightdale.

Administrative Change Fee (Town of Knightdale) - Per Permit	\$	25.00
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Add/Change Contractor Fee - Per Addition of Each Trade (Wake County fee when there have been trade specific inspections)	\$	60.00
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Permit Amendment (after permit has been released):		
If no setback inspection required	\$	25.00
If setback inspection required	\$	80.00

Farm Animals

Permit Application fee to Keep Farm Animals	\$	50.00
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Farm animals include but are not limited to the following:

Cattle, horses, sheep, goats, mules, swine and fowl

Permit Requires 200 foot buffer from all adjacent property

Encroachment Permit Fee	\$	50.00
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Encroachment Inspection Fee	\$	75.00
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POSITION CLASSIFICATION PLAN
Attachment B

Class Title	NCLM Class Code	Position Number	Number of Positions	Salary Grade	Minimum	Maximum	Exempt Status
TOWN MANAGER’S OFFICE							
Town Manager	10040	1000	1	n/a	n/a	n/a	A
Public Information Officer	10180	1010	$\frac{1}{2}$	23	58,391	86,936	A
PUBLIC WORKS							
Public Works Director	10210	2000	1	29	78,250	116,503	E
Operations Supervisor	20670	2010	1	18	45,751	68,117	E
Grounds Maintenance Supervisor	20450	2020	1	17	43,572	64,873	E
Crew Leader	20660	2030-2031	2	14	37,639	56,040	
Maintenance Worker II	20430	2040-2046	$\frac{7}{12}$	10	30,966	46,104	
ADMINISTRATIVE SERVICES							
Administrative Services Director	10070	3000	1	33	95,113	141,610	A
Human Resources Manager		3010	1	23	58,391	86,936	A
Finance Officer	20056	3020	1	23	58,391	86,936	A
IT Administrator	20354	3050	1	21	52,962	78,854	C
Accounting Operations Manager	20050	3030	1	21	52,962	78,854	A
Purchasing Agent	20060	3040	1	20	50,440	75,099	A
Town Clerk	10080	3060	1	20	50,440	75,099	A
Accounting Technician	20040	3070	1	13	35,847	53,371	
Customer Service Clerk	20300	3080	$\frac{1}{9}$	9	29,491	43,909	
PARKS, RECREATION & CULTURAL PROGRAMS							
Parks & Recreation Director	10220	5000	1	28	74,524	110,955	E
Recreation Program Supervisor	20520	5010	1	17	43,572	64,873	
Athletic Supervisor	20510	5020-5021	2	16	41,497	61,784	
Recreation Activities Coordinator	20500	5030	1	15	39,521	58,842	
Administrative Assistant – Parks & Rec	20600	5040	$\frac{1}{6}$	9	29,491	43,909	

Effective 07/01/2016

POSITION CLASSIFICATION PLAN

Attachment B

Class Title	NCLM Class Code	Position Numbers	Number of Positions	Salary Grade	Minimum	Maximum	Exempt Status
DEVELOPMENT SERVICES							
Development Services Director	10160	6000	1	29	78,250	116,503	E
Development Services Engineer	20285	6005	1	24	61,311	91,283	P
Senior Planner	20475	6010-6011	2	21	52,962	78,854	
Planner	20470	6020	1	18	45,751	68,117	
Planning Technician	20465	6030	<u>1</u> 6	15	39,521	58,842	
FIRE							
Fire Chief	10130	7000	1	29	78,250	116,503	E
Fire Captain	30080	7010-7012	3	18	45,751	68,117	
Fire Lieutenant	30120	7020-7022	3	16	41,497	61,784	
Firefighter	30100	7030-7035	<u>6</u> 13	13	35,847	53,371	
POLICE							
Police Chief	10170	8000	1	31	86,270	128,445	E
Police Division Commander (Captain)	30160	8010-8011	2	23	58,391	86,936	E
Police Shift Commander (Lieutenant)	30270	8020-8023	4	21	52,962	78,854	
Administrative Division Manager		8025	1	20	50,440	75,099	A
Police Shift Supervisor (Sergeant)		8030-8033	4	17	43,572	64,873	
Detective	30210	8040-8041	2	17	43,572	64,873	
Police Officer	30260	8050-8066	17	16	41,497	61,784	
Administrative Assistant - Police	30050	8080	<u>1</u> <u>32</u> 80	12	34,140	50,830	
TOTAL NUMBER OF POSITIONS							

NOTES:

- Minimum is the normal beginning salary for employees meeting the minimum qualifications. Starting salary can be up to Step 20 with the Town Manager's approval. Starting salaries over Step 20 require Town Council approval.
- There is no COLA factor included.
- Performance increases are normally given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. Funding for merit increases at 2% per department is included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.

Effective 07/01/2016

LIMITED SERVICE POSITION CLASSIFICATION PLAN
Attachment C

Title	Assigned Pay Grade	Hourly Rate	Scale	
			Pay Grade	Hourly Rate
TOWN MANAGER'S OFFICE			1	\$7.70
Intern	13	\$10.98	2	\$7.96
			3	\$8.24
			4	\$8.51
ADMINISTRATIVE SERVICES			5	\$8.79
Intern	13	\$10.98	6	\$9.06
			7	\$9.34
			8	\$9.61
DEVELOPMENT SERVICES			9	\$9.89
Intern	13	\$10.98	10	\$10.15
Code Enforcement Officer	47	\$20.59	11	\$10.43
			12	\$10.70
			13	\$10.98
FIRE			14	\$11.25
Fire Inspector	28	\$15.37	15	\$11.53
Volunteer Recruitment/Retention Coordinator	28	\$15.37	16	\$11.80
Fire Fighter	21	\$13.45	17	\$12.08
Intern	13	\$10.98	18	\$12.34
			19	\$12.90
			20	\$13.18
PARKS, RECREATION & CULTURAL PROGRAMS			21	\$13.45
Farmers Market Manager	34	\$17.01	22	\$13.73
Bus Driver	10	\$10.15	23	\$14.00
Camp Counselor	7	\$9.34	24	\$14.28
Recreation Assistant	4	\$8.51	25	\$14.54
Parks Maintenance Worker	1	\$7.70	26	\$14.82
			27	\$15.09
			28	\$15.37
			29	\$15.65
			30	\$15.92
			31	\$16.20
			32	\$16.47
			33	\$16.74
			34	\$17.01
			35	\$17.30
			36	\$17.57
			37	\$17.85
			38	\$18.12
Notes:			39	\$18.40
			40	\$18.67
~ The pay and classification system may be updated each fiscal year based on the COLA approved by the Town Council.			41	\$18.94
			42	\$19.21
~ All of the positions are classified as non-exempt based on the Fair Labor Standards Act.			43	\$19.49
			44	\$19.76
			45	\$20.04
			46	\$20.31
			47	\$20.59
			48	\$20.86
			49	\$21.13
			50	\$21.40